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16 August 1951

PDC MEMORANDUM NO. 51-30

SUBJECT: Monthly Statistical Reports

1. Effective with the report for the month ending 31 August 1951, the "cut-off" date for the preparation of the personnel monthly statistical reports will be 1700 hours the last working day of each month.

2. On the morning of the first working day after the close of each month, Personnel, I&SO, and Machine Records Branch will effect necessary liaison to insure that all actions for the month concerned have been received and properly recorded.

3. Statistical reconciliation in connection with security initiations requested by PDC will consist of comparing the receipt of transmittal lists (identified according to serial numbers shown thereon) by Machine Records and by I&SO with those forwarded by T&R.

4. It will be the responsibility of the Status Unit to see that all completed Form 37-1's and Form 50's on all types of action are hand carried to Machine Records Branch by no later than 9:30 a.m. on the morning of the first working day after the close of each month.

5. It will no longer be necessary for Transactions and Records Branch to prepare a daily list of security clearances received for transmission to Machine Records Branch. Inspection and Security Office has been furnishing Machine Records Branch with a copy of each security clearance issued since 1 August 1951.

  
Chief, Personnel Division (C)

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